

# CITY OF MINNEAPOLIS METROPASS

## Enrollment / Re-Enrollment Form

☐**ENROLLMENT**☐**RE-ENROLLMENT****Effective Date:** \_\_\_\_/1/2016

*Metropass is paid for a month in advance. It is always effective on the first day of the following month if it was submitted to Benefits by the first Friday.*

### Enrollment Instructions

- This benefit is for regular full time, part time and seasonal employees only. Temporary, intermittent and contract employees are not eligible.
- Return this form by email ([Benefits@minneapolismn.gov](mailto:Benefits@minneapolismn.gov)), fax (612-673-2533) or inter-office (Benefits-PSC Room 100) **by the first Friday of the month** in order for your Metropass to be effective the first day of the following month. If the first is on a Friday, weekend or holiday, it is due the following business day.

**City of Minneapolis  
Human Resources – Benefits  
South 4<sup>th</sup> Street, Room 100  
Minneapolis, MN 55415**

- A temporary pass is NOT issued before your Metropass is activated. If you wish to ride the bus during that time, you may purchase a bus pass at Commuter Connection located at 505 Nicollet, Suite 100, across from the LRT platform. They share an entrance with Centerpoint. Call Metro Transit at 612-466-7322 for more information.

By my signature below, I hereby authorize the City to deduct the monthly amount, **as checked below**, from the second paycheck of each month to purchase a Metropass on a pre-tax basis.

I understand the following:

- My participation begins the first day of the month *following* my first payroll deduction. The City of Minneapolis Metropass program provides up to \$3.00 per ride. If a ride costs more than \$3.00, I will need to pay that with added value on my Metropass card. Find your fare at <http://www.metrotransit.org/fares>.
- My participation in the program will continue until I submit a cancellation form **by the first Friday of the month previous** to the cancellation month.
- Ridership begins the first day of the month and ends the last day of the month.
- In the event of cancellation, whether voluntary or as a result of termination of employment, my Metropass must be returned to the Human Resources Benefits Office.
- No refunds are issued for late cancellations or terminations from employment.
- If my Metropass is damaged, lost, or stolen, I must pay a \$20 fee for the first replacement in a 12-month period and a \$40 fee for the second replacement in a 12-month period. I understand that a lost or stolen pass will not be replaced a third time within a 12-month period. I will receive a temporary pass from the Benefits office until a replacement is issued. A defective card is replaced at no charge (use the Replacement form on City Talk).
- My Metropass may be temporarily deactivated for three months (use the Cancellation/Suspension Request Form on City Talk). After three months my pass will be deactivated. To reactivate, I understand that I must submit a new Enrollment/Re-Enrollment form to Benefits by the first of the month in order for my Metropass to be effective the following month.

**Check one:** ☐ Metropass (\$60.00) ☐ MPEA Union Member (\$50.00) ☐ Appointed (no cost)  
Elected (no cost)

Employee Name (please print)

Employee ID Number

Work Telephone Number

Employee Signature

Date

- You will be notified by email when your Metropass is ready to be picked up in HR (your signature is required). Please contact Benefits if you have questions or are unable to come downtown to pick up the pass.*
- Monthly Metropass costs may change. Employees will be notified of any change in cost.*

*Contact City Benefits at 612-673-3333 or [benefits@minneapolismn.gov](mailto:benefits@minneapolismn.gov) if you have questions.*